

# U.S. MISSION – PARAGUAY

February 9, 2015

## MANAGEMENT NOTICE

**Open to: ALL INTERESTED CANDIDATES – ALL AGENCIES**

**Subject: JOB OPPORTUNITY ANNOUNCEMENT**

**Announcement No. 02/15**

**Opening Date: 02/09/2015**

**Closing Date: 02/19/2015**

**Position Title:** Development Program Specialist

**Employee Office:** USAID/Paraguay

**Series & Grade:** FSN-4005/10

**Status:** Personnel Services Contract (PSC).

**Working Hours:** Full time - 40 hours a week

**Salary:** Salary range: Gs. 138,527,957 p.a. to Gs. 207,791,935 p.a. (Position Grade: FSN-10), based on salary history.

### NOTES:

ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

### **BASIC FUNCTION OF POSITION**

The Local Capacity Development (LCD) Specialist leads the Mission's efforts to strengthen the capacity of local implementing partners in areas such as managing financial resources, human resources, procurement, contract administration, fundraising, communications and external relations, to effectively implement development programs. One of the primary responsibilities of the LCD Specialist includes conducting organizational capacity assessments, and taking the lead on delivering or procuring training/technical support to address organizational weaknesses. Another significant responsibility includes working with local partners and project managers to develop and implement effective monitoring and evaluation systems for USAID programs.

## **DUTIES AND RESPONSIBILITIES**

### **Direct Support to Local Partners**

In working with local partners, the LCD specialist seeks to strengthen the capacity of organizations to achieve their development objectives while simultaneously providing support related to meeting USAID requirements. Specific responsibilities include:

- Identifying areas for operational improvement, through the application of organizational capacity assessments.
- Providing necessary support to address identified weaknesses and strengthen their capacity in areas such as managing financial resources, human resources, procurement, contract administration, fundraising, communications and external relations.
- Assisting local partners in understanding and fulfilling USAID requirements.
- Monitoring USAID policy related to local capacity building and implementation, and ensuring that the Mission is in compliance with policy and directives.
- Leading workshops which bring together local partners to share experiences related to capacity building.

### **Monitoring and Evaluation (M&E)**

An essential component of organizational capacity includes effective monitoring and evaluation systems. The LCD serves as USAID/Paraguay's point person on M&E issues, working closely with both the technical teams and implementing partners. Specific duties include:

- Leading USAID/Paraguay's monitoring and evaluation efforts by developing and implementing the Mission's Performance Monitoring Plan.
- Reviewing and analyzing program performance and results in accordance with the M&E plan.
- Working with the technical teams to develop and/or review project M&E plans, including indicator selection and data collection methods.
- Identifying program evaluation needs (both performance and impact) and working with technical teams to develop statements of work, monitor evaluation performance and review evaluation findings.

## **REQUIRED QUALIFICATIONS**

- 1- Education: University degree or equivalent required, preferably in an area related to Organizational Development, Management, Business Administration, Government/Political Science, Non-Profit Management, or other related field.
- 2- Prior Work Experience: Six to 8 years of progressively responsible professional experience in relevant areas. Experience in program/project design, project management and monitoring and evaluation is required. Experience in organizational development and civil society/NGO strengthening is required. Ability to work independently, to manage several activities at once, and work under pressure to meet deadlines is required.
- 3- Post Entry Training: USAID's in-house courses are required – specific courses to be determined.

- 4- Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): English and Spanish fluency are required (4/4).
- 5- Job Knowledge: Demonstrated knowledge and understanding of non-profit organization administration, organizational capacity assessments and organizational capacity building, and a thorough knowledge (or the ability to quickly gain such knowledge) of USAID regulations related to grants or contracts to local organizations and USAID procedures related to program design, administration, evaluation and related areas. Firm understanding of monitoring and evaluation principles and practices.
- 6- Skills and Abilities: Ability to facilitate mapping of local organizations and organizational capacity, assessments of local organizations, and capacity building for local organizations. Ability to facilitate training of local organizations and USAID staff on matters related to local capacity development. Excellent written and oral communication skills. Strong problem-solving skills and ability to recommend solutions in complicated situations, taking into consideration different factors and variables such as organizational capacity gaps among local partners. Demonstrated excellence in oral communication in English and Spanish and strong writing skills. Ability to evaluate, and interpret policy directives and regulations, produce technical documents and to effectively communicate to internal and external stakeholders and produce technical documents is required. Proficiency in standard operating and application software (Windows, Microsoft Word, Excel) is required.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

#### **TO APPLY**

All interested candidates must submit the following application package. Unless otherwise specified, the application language is English.

- A **cover letter** indicating the job title/number and highlighting the particular qualifications from the applicant for the position requirements, as advertised.
- A current detailed resume which provides the following additional information as appropriate:

- Indication of nationality (also dual nationalities) and address of residence
- For non-Paraguayan citizens only: Evidence of authorization to work in Paraguay.
- A list of three references, with contact information, with knowledge of your work over the last five years.
- For U.S. citizens: Social Security Number
- Documentation addressing the minimum requirements of the position as advertised (e.g., essays, certificates, awards, copies of degrees earned, etc.).

Application packages that are inadequate or incomplete will not be considered.

Current employees who have completed their probationary period should apply in writing with a memorandum cleared by their American supervisors.

Submit applications to:

USAID/Paraguay  
Attn: Supervisory Administrative Specialist  
Juan de Salazar 364 c/Avenida Artigas  
Asunción, Paraguay

**CLOSING DATE FOR THIS POSITION: February 19, 2015**

Only applications received by the closing date of this job notice will be considered and only short-listed candidates will be contacted. To all applicants, we extend our appreciation for considering USAID/Paraguay as a potential employer.

#### Definitions

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

Cleared by: USAID – JMarcus

Approved by: MO – MOrtiz-Kerr